

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

**COLORADO DEPARTMENT OF AGRICULTURE**

700 Kipling Street, Suite 4000  
 Lakewood, Colorado 80215-8000  
 303-239-4139

**Division of Plant Industry**  
**Organic Certification Program**

## Organic Process/Handling Plan Certification Questionnaire

*Please fill out this questionnaire if you are requesting organic process/handling certification or renewal. Use additional sheets if necessary. Attach current product profile sheets for all products. Also include a current flow chart of the production process, a current facility map and other necessary documentation.*

QUESTIONNAIRE MUST BE FULLY COMPLETED AND TYPED OR IN INK

| Section 1: General Information  |  |   |        |  |         |
|---|--|---|--------|--|---------|
| Applicant/Company Name (This is what will be printed on your certificate)   |  |   |        | DBA (if applicable)  |         |
| Owner's Name:   |  | Manager's Name:                                       |        | Primary Contact's Name:  |         |
| Physical Address:   |  | City:   | State: | Zip Code:  | County: |
| Mailing Address:  |  | City:   | State: | Zip Code:  | County: |
| Phone:  |  | Fax:  |        | Email:   |         |
| Year first certified:   | List previous organic certification by other agencies: | List current organic certification by other agencies: |        | Do you understand the organic standards?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |         |
| Year when last complete Farm Plan Questionnaire was last submitted:   |  |   |        |  |         |
| For re-certification, were conditions placed on your last year's certification? Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, what were the conditions? |  |   |        |  |         |
| Were all conditions addressed?  |  |   |        |  |         |
| Have you ever been denied certification?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  | If yes, describe the circumstances:                   |        |  |         |
| Do you have any outstanding noncompliances?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  | If yes, what is the noncompliance(s)?                 |        |  |         |

## Section 2: Company Overview

1. Please indicate which handling categories apply to this facility and your company. Please check all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Processor of multi-ingredient products  | <input type="checkbox"/> Wholesale Grocery Distributor            |
| <input type="checkbox"/> Processor of single-ingredient products | <input type="checkbox"/> Warehouse/Storage Facility               |
| <input type="checkbox"/> Packer of raw agriculture products      | <input type="checkbox"/> Repacker of previously packaged products |
| <input type="checkbox"/> Other (please specify): _____           |   |

2. What specific type of handling or processing occurs at this facility (i.e. fruit/vegetable packing, coffee roasting, meat processing, grain cleaning, etc.)? \_\_\_\_\_

3. List the products you are requesting to be certified. (fill out a product profile sheet for each individual product) *attach additional sheets if necessary.*

4. Are you the initial producer of all of the ingredients/products that are processed/handled at this facility? ☐ Yes ☐ No

If you are the producer, complete a farm or livestock plan questionnaire (if appropriate).

If No, complete the following table listing all suppliers of products or ingredients (including processing aids).

| Ingredient/<br>product | Supplier/ Vendor | Address | Phone Number | Certified by<br>which Agent |
|------------------------|------------------|---------|--------------|-----------------------------|
|                        |                  |         |              |                             |
|                        |                  |         |              |                             |
|                        |                  |         |              |                             |
|                        |                  |         |              |                             |
|                        |                  |         |              |                             |
|                        |                  |         |              |                             |
|                        |                  |         |              |                             |
|                        |                  |         |              |                             |
|                        |                  |         |              |                             |

**Note:** Include copies of the most recent organic certification for each supplier/vendor as an attachment to this plan.

5. Does your company handle or process, or plan to handle or process, the same product in both an organic and in a conventional form? ☐ Yes ☐ No

If "Yes," please provide a list of the products that you handle or process in both an organic and conventional form.

What percentage of your operation is organic? \_\_\_\_\_ Conventional? \_\_\_\_\_

### Section 3: Labeling and Product Composition

NOP Rule 205.105, 205.270, 205.300 - 205.305, 205.307 – 205.311

The NOP Rule allows four categories of products to use the word "organic". These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The percentage of organic ingredients is calculated by dividing the total net weight or volume of combined organic ingredients by the total weight or volume of all ingredients (excluding salt and water).

#### Products labeled "100% organic":

- Must contain 100% organic ingredients, including processing aids
- No ingredients may be produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation

#### Products labeled "organic":

- Must contain at least 95% organic ingredients
- Non-organic ingredients must not be commercially available in an organic form
- Must not include organic and non-organic forms of the same ingredient
- All synthetic ingredients and processing aids must be on the National List (as allowed).
- Neither organic nor non-organic ingredients may be produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation
- Refer to the National List, Section 205.605 and 205.606, to determine which non-agricultural substances and non-organically produced agricultural ingredients are allowed

#### Products labeled "made with organic (specified ingredients or food group(s))":

- Must contain at least 70% organic ingredients
- Neither organic nor non-organic ingredients may be produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation
- Refer to the National List, Section 205.605 and 205.606, to determine which non-agricultural substances and non-organically produced agricultural ingredients are allowed

#### Products with less than 70% organic ingredients:

- Can only identify the organic ingredients on the information panel
- The term "organic" may not appear anywhere other than the information panel

The NOP Rule has specific requirements for principal display panel information relating to the use of the term "organic," depending on the percentage of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups may be listed on the principal display panel for products labeled as "made with organic (ingredients or food group(s))." The term "organic" may not be used to describe a non-organic ingredient in a product name. Water and salt may not be identified as "organic." The name of the certifying agent (Colorado Department of Agriculture) must be identified on the information panel below the name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase.

The USDA seal may be used on "100% organic" or "organic" products, but not on products labeled "made with organic...." The Colorado Department of Agriculture (CDA) Organic Certification Program seal can be used on "100% organic," "organic" or "made with organic..." (only on ingredient information panel). Products with less than 70% organic ingredients may not display either the USDA seal or the CDA name, seal or logo. If both seals are used, the CDA seal cannot be displayed more prominently than the USDA seal.

Attach an Organic Product Profile sheets and examples of all labels used for each product requested for certification.

#### PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified organic, including processing aids.)

List all products labeled or planned to be labeled as "100% Organic" and check appropriate boxes. ☐ No 100% "organic" products

| Name of Product (as it appears on the label) | Are organic ingredients identified on the label? | CDA identified on the label? | CDA seal on label? | USDA seal on the label? |
|--|--|------------------------------|--------------------|-------------------------|
|  |  |                              |                    |                         |
|  |  |                              |                    |                         |
|  |  |                              |                    |                         |
|  |  |                              |                    |                         |
|  |  |                              |                    |                         |
|  |  |                              |                    |                         |
|  |  |                              |                    |                         |

**PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)**

List all products labeled or planned to be labeled as "organic" and check appropriate boxes.

☐ **No 95% "organic" products**

| Name of Product (as it appears on the label) | Are organic ingredients identified on the label? | CDA identified on the label? | CDA seal on label? | USDA seal on label? | Is the % of organic ingredients on the label? |
|--|--|------------------------------|--------------------|---------------------|---|
|  |  |                              |                    |                     |   |
|  |  |                              |                    |                     |   |
|  |  |                              |                    |                     |   |
|  |  |                              |                    |                     |   |
|  |  |                              |                    |                     |   |
|  |  |                              |                    |                     |   |
|  |  |                              |                    |                     |   |
|  |  |                              |                    |                     |   |

**PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUPS(S))"**

(At least 70% certified organic ingredients; up to three ingredients or food groups can be listed)

List all products labeled or planned to be labeled "Made with organic..." and check appropriate boxes.

☐ **No "Made with organic (ingredients or food group(s))" products**

| Name of Product (as it appears on the label) | Are organic ingredients on the label? | CDA identified on the label? | CDA seal on label? | USDA seal on label? | Is the % of organic Ingredients on the label? |
|--|---------------------------------------|------------------------------|--------------------|---------------------|---|
|  |                                       |                              |                    |                     |   |
|  |                                       |                              |                    |                     |   |
|  |                                       |                              |                    |                     |   |
|  |                                       |                              |                    |                     |   |
|  |                                       |                              |                    |                     |   |
|  |                                       |                              |                    |                     |   |

**PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS**

(organic ingredients may only be identified in the ingredient statement for products with less than 70% organic ingredients.)

List all products that contain less than 70% organic ingredients.

☐ **None (no less than 70% products)**

| Product name | Are organic ingredients identified in the information panel? |
|--------------|--|
|              |  |
|              |  |
|              |  |
|              |  |

**WASTE PRODUCTS**

**Will any wastes from certified organic products be sold as certified organic?** ☐ Yes ☐ No

If yes, list all organic products manufactured from waste materials.

Attach an Organic Product Profile form for each product.

**1. How do you verify that ingredients or products you receive were organically produced and organically certified according to the National Organic Standards?**☐ Obtain valid organic certificates from USDA Accredited Organic Certification Agencies☐ Other (please specify): \_\_\_\_\_**2. How often are organic certificates updated?**☐ Upon receipt of organic ingredients or products☐ Monthly☐ Yearly☐ Other (please specify) \_\_\_\_\_**3. How do you prevent the use of ingredients or processing aids that have been produced using genetically modified organisms (GMOs), sewage sludge, or ionizing radiation? Please check all that apply**☐ Not applicable, only using certified organic ingredients, products, or processing aids☐ GMO testing☐ Letters from manufacturers☐ Other (please specify) \_\_\_\_\_**4. Please describe how often your company obtains updated non-GMO, non-sewage sludge, and non-ionizing radiation documentation?** \_\_\_\_\_**5. How does your company document that an organic ingredient is unavailable in a commercial form when non-organic ingredients are used? Please note this requirement is not applicable to "made with organic ..." products?**☐ Not applicable, not processing products with non-organic ingredients or processing aids☐ Purchasing/Sourcing Log☐ Letters from manufacturers☐ Other (please specify) \_\_\_\_\_**6. Please describe how often your company obtains updated commercial unavailability documentation?** \_\_\_\_\_**7. How do you verify organic ingredients or organic products handled by your company are free of volatile synthetic solvents or other synthetic processing aids? (for products labeled as "100% organic" or "organic")?**☐ Not applicable, not processing products labeled as "100% organic" or "organic"☐ Letters from manufacturers☐ Obtain Organic Certificates from Accredited Agencies☐ Other (please specify): \_\_\_\_\_**8. Please describe how often your company obtains updated volatile synthetic solvents and processing aid documentation.** \_\_\_\_\_**9 Are sulfites, nitrates, or nitrites added during the handling or processing of organic products at your facility?**☐ Yes ☐ No**10. If salt is used in your products, do you have verification that the salt is free from prohibited flowing agents or other prohibited materials?** ☐ Yes ☐ No ☐ N/A

**Section 5: Harvest and Transportation****NOP Rule 205.103, 205.270, 205.272**

1. Does your company arrange for, or is your company responsible for, the harvest of organic crops? ☐ Yes ☐ No

If No, move on to question 2.

If Yes, how do you ensure there are no non-organic crop residues in harvest equipment? \_\_\_\_\_

Is harvest equipment cleaning documented? ☐ Yes ☐ No

If Yes, please indicate what type of cleaning documentation is maintained.

☐ Clean truck/equipment affidavits ☐ Clean out records ☐ Other (please specify): \_\_\_\_\_

2. Does your company arrange for, or is your company responsible for, the transportation of organic crops? ☐ Yes ☐ No

If No, move onto question 3

If Yes, how you ensure there are no non-organic crop residues in transport equipment?

☐ Equipment used for organic crops only ☐ Equipment is cleaned prior to organic crop harvest or use

Is transport equipment cleaning documented? ☐ Yes ☐ No

If Yes, please indicate what type of cleaning documentation is maintained

☐ Clean truck/equipment affidavits ☐ Clean out records ☐ Other (please specify): \_\_\_\_\_

3. Does your company provide harvest containers to farms for organic products? ☐ Yes ☐ No

If No, move onto Section 6

If Yes, are the containers,

☐ New ☐ Used for organic crops only ☐ Cleaned prior to use ☐ Lined prior to use

3 a. How are harvest containers identified as "organic"? \_\_\_\_\_

**Section 6: Receiving – Incoming Organic Products****NOP Rule 205.103, 205.270, 205.272**

1. How are organic products received at your facility? Please check all that apply

☐ bins bulk bags ☐ wholesale boxes ☐ bulk trailer ☐ totes ☐ retail packages  
☐ drums ☐ other, please specify \_\_\_\_\_

2. What receiving/shipping documents accompany incoming organic products? Please check all that apply.

☐ Organic certificate ☐ Transaction certificate ☐ Field ticket ☐ Clean truck/equipment affidavits  
☐ Invoice ☐ Purchase order ☐ Bill of lading ☐ Scale ticket  
☐ Contracts ☐ Certificates of analysis ☐ Other (please specify): \_\_\_\_\_

3. How are products identified as "organic" on receiving documents? \_\_\_\_\_

4. Is an internal lot code assigned at the time of receipt of organic products? ☐ Yes ☐ No

If Yes, please describe the lot code system. \_\_\_\_\_

5. Please describe how your company ensures incoming organic products are protected from contamination of prohibited substances and commingling with non-organic products. \_\_\_\_\_

The NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances. Procedures used to maintain the organic integrity of ingredients or products must be documented

**1. Check all cleaning methods used prior to processing or handling organic products.**

- ☐ No Cleaning or Purging Occurs
 ☐ Sweeping
 ☐ Scraping
 ☐ Vacuuming
 ☐ Compressed air  
☐ Manual washing
 ☐ Clean in place (CIP)
 ☐ Purging of equipment
 ☐ Soap and water  
☐ Steam cleaning
 ☐ Sanitizing
 ☐ Other (please specify): \_\_\_\_\_

Please list all cleaning and/or sanitation materials used on food contact equipment and food contact surfaces. Please indicate which cleansers/sanitizers will be used during handling or processing of organic food products. ☐ None used

| Cleansers/Sanitizers Used | Where is the material used (on what equipment or surface)? | Used Prior to Organic Handling or Processing? | Frequency of Use | Check if cleaning is documented |
|---------------------------|--|---|------------------|---------------------------------|
|                           |  |   |                  | <input type="checkbox"/>        |
|                           |  |   |                  | <input type="checkbox"/>        |
|                           |  |   |                  | <input type="checkbox"/>        |
|                           |  |   |                  | <input type="checkbox"/>        |
|                           |  |   |                  | <input type="checkbox"/>        |
|                           |  |   |                  | <input type="checkbox"/>        |
|                           |  |   |                  | <input type="checkbox"/>        |
|                           |  |   |                  | <input type="checkbox"/>        |

Note: Provide labels of all products used

**2. Is the use of cleansers followed by a potable water rinse?** ☐ Yes ☐ No

**3. Does your facility test food contact surfaces or rinsate water for cleaner/sanitizer residues?** ☐ Yes ☐ No

**4. Are Quaternary Ammonia products used prior to processing and/or handling organic products?** ☐ Yes ☐ No

Note: Quaternary Ammonia products are known to leave residues on food contact surfaces. You must ensure steps are taken to prevent contamination of food products if Quaternary Ammonia products are used at your facility.

If Yes, what steps are taken to prevent contamination of organic food? \_\_\_\_\_

**5. Please describe how your operation ensures organic products are not contaminated by a cleanser or sanitizer at your facility.** \_\_\_\_\_

**6. Is equipment purged prior to handling or processing organic products?** ☐ Yes ☐ No

If Yes, please list and describe purge procedures and the quantities purged. \_\_\_\_\_

**7. Please describe how your operation documents and records cleaning, sanitation, and/or purge practices and procedures.** \_\_\_\_\_

## Section 8: Packing and Processing

NOP 205.103, 205.270, 205.272

### 1. Please indicate what production records are maintained by your company.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Equipment clean-out logs | <input type="checkbox"/> Product specification sheet   | <input type="checkbox"/> Ingredient inspection forms        |
| <input type="checkbox"/> Batch recipes            | <input type="checkbox"/> Ingredient Usage Reports      | <input type="checkbox"/> Production log                     |
| <input type="checkbox"/> Shift production log     | <input type="checkbox"/> QC reports                    | <input type="checkbox"/> Waste log                          |
| <input type="checkbox"/> Shrinkage log            | <input type="checkbox"/> Ingredient inventory reports  | <input type="checkbox"/> Finished product inventory reports |
| <input type="checkbox"/> Packaging reports        | <input type="checkbox"/> Other (please specify): _____ |   |

### 2. How are products identified as “organic” on production documents? \_\_\_\_\_

### 3. Are your packing or processing lines and/or equipment dedicated for use with organic products only? ☐ Yes ☐ No

If No, please describe how you ensure organic products are not contaminated with prohibited materials or commingled with non-organic products during packing and/or processing. \_\_\_\_\_

### 4 How are partial pallets/boxes/drums of organic products handled and how does your company ensure they are protected from commingling with non-organic products during packing or processing? \_\_\_\_\_

## Section 9: Post Harvest Materials

NOP Rule 205.272, 205.601

A post harvest material is a substance that is used on a raw organic crop prior to packaging or processing of the crop. In order to use a post harvest material on an organic crop product, the material must be an approved agricultural product or must be listed in section 205.601 of the National List.

### 1. Please indicate what type(s) of post harvest materials are at your facility. Check all that apply.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> None used– Move onto Section 10 |  |  |
| <input type="checkbox"/> Waxes                           | <input type="checkbox"/> Flootation Agents             | <input type="checkbox"/> Anti-Microbial Agents |
| <input type="checkbox"/> Anti-Fungal Agents              | <input type="checkbox"/> Sprouting Inhibitors          | <input type="checkbox"/> Anti-foaming agents   |
| <input type="checkbox"/> Sanitizers                      | <input type="checkbox"/> Other (please specify): _____ |  |

Please list all post harvest materials used at your facility in the table below. Please be sure to indicate which materials are used with organic products.

| Used with organic products? | Product Used | What is the Function of the Substance? | Source Name and Phone # | Is the Substance on the National List? |
|-----------------------------|--------------|--|-------------------------|--|
|                             |              |  |                         |  |
|                             |              |  |                         |  |
|                             |              |  |                         |  |
|                             |              |  |                         |  |
|                             |              |  |                         |  |
|                             |              |  |                         |  |
|                             |              |  |                         |  |

Include a copy of all labels



**Section 10: Processing Aids****NOP 205.272, 205.605-205.606**

According to the NOP, a processing aid is defined as (a) substance that is added to a food during processing, but is removed in some manner from the food before it is packaged in its finished form; (b) a substance that is added to a food during processing, is converted into constituents normally present in the food, and does not significantly increase the amount of the constituents naturally found in the food; and (c) a substance that is added to a food for its technical or functional effect in the processing, but is present in the finished food at insignificant levels and does not have any technical or functional effect in that food.

• In order to use a processing aid in or on an organic product labeled as “100% organic” the processing aid must be certified organic.

• In order to use a processing aid in or on an organic product labeled as “organic,” or “made with organic (specific ingredients or food groups),” the processing aid must be an approved agricultural product or must be listed in section 205.605 of the National List.

1. Please indicate what types of Processing Aids are used in the manufacturing of products at your facility. Check all that apply.

☐ None used☐ Anti-sticking or release agents☐ Enzymes☐ Filtering agent☐ Anti-caking agent☐ Other (please specify): \_\_\_\_\_

Please list all processing aids used at your facility. Please be sure to indicate which materials are used with organic products.

| Used with organic products? | Product Used | What is the Function of the Substance? | Source Name and Phone # | Is the Substance on the National List? | Is the substance Certified Organic? |
|-----------------------------|--------------|--|-------------------------|--|-------------------------------------|
|                             |              |  |                         |  |                                     |
|                             |              |  |                         |  |                                     |
|                             |              |  |                         |  |                                     |
|                             |              |  |                         |  |                                     |

2. Have any of the processing aids been processed with or exposed to any of the following? Check all that apply.

☐ Irradiation☐ generic engineering☐ fumigation☐ petroleum distillate☐ synthetic solvents**Section 11: Water****NOP 205.103, 205.272, 205.601, 205.605**

1. How is water used at your facility?

☐ Not used☐ Ingredient☐ Cooking☐ Product transport (Fruit Floating)☐ Cleaning organic products☐ Cooling☐ Cleaning equipment☐ Other (please specify) \_\_\_\_\_

2. Source of water: ☐ Municipal ☐ On-site well ☐ Other (please specify): \_\_\_\_\_

3. Does the water meet the Safe Drinking Water Act? ☐ Yes ☐ No

4. Is water treated on-site? ☐ Yes ☐ No

If Yes, please indicate what water treatment processes are used. \_\_\_\_\_

5. Describe how you monitor water quality. \_\_\_\_\_

**Water Section continued:**

6. Is chlorine, calcium hypochlorite, chlorine dioxide, or sodium hypochlorite used in wash water or flume water at your facility? ☐ Yes ☐ No

If Yes, how often do you monitor or test discharge or effluent water to ensure the residual chlorine level in water leaving your facility is maintained at or below 4ppm (the maximum chlorine residual limit under the Safe Water Drinking Act)?

☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ Other (please specify): \_\_\_\_\_

Please describe how you document the results of your monitoring or testing. \_\_\_\_\_

7. Is steam used in the processing or packaging of food products? ☐ Yes ☐ No

If No, move onto to Section 12

If Yes, does steam have direct contact with organic food products? ☐ Yes ☐ No

If Yes, do you use?

☐ Steam filters ☐ Condensate traps ☐ Testing of condensate ☐ Testing of finished products

☐ Other (please specify): \_\_\_\_\_

8. Are boiler water additives used during food handling or processing? ☐ Yes ☐ No

If No, move onto to Section 12

If Yes, please list all products used as boiler additives in the table below. Please indicate which boiler water additives will be used during handling or processing of organic food products.

Attach MSDS and/or label information for boiler additives you plan to use during organic handling or processing.

| Name of Boiler Water Additive | Used During Organic Handling or Processing? | Source Name and Phone # | Is the Substance on the National List? |
|-------------------------------|---|-------------------------|--|
|                               |   |                         |  |
|                               |   |                         |  |
|                               |   |                         |  |

9. If boiler water additives are used during organic processing, please indicate how you prevent prohibited volatile boiler additives from contaminating organic ingredients or products. \_\_\_\_\_

**Section 12: Storage****NOP Rule 205.270, 205.272**

The NOP rules require that no co-mingling or contamination of organic products occur during storage. All storage sites must be properly documented and organic products clearly identified in storage. Off-site storage areas must be inspected and certified.

1. Does your company store organic products at this facility? ☐ Yes ☐ No

If No, go on to section 13

If Yes, please provide details on your storage areas by completing the following table.

| Use                          | Location /Name of Storage Area(s) | Type/Capacity | Is Storage Unit Dedicated Organic? |
|------------------------------|-----------------------------------|---------------|------------------------------------|
| Incoming Raw Product Storage |                                   |               |                                    |
| Ingredient Storage           |                                   |               |                                    |
| Packaging Material Storage   |                                   |               |                                    |
| In-process Storage           |                                   |               |                                    |
| Finished Product Storage     |                                   |               |                                    |
| Other (Please specify):      |                                   |               |                                    |

If off-site storage is utilized, what is the address of the facility? \_\_\_\_\_

Is the off-site storage controlled exclusively by you? ☐ Yes ☐ No

If no, list the name and phone number of the person responsible for the facility. \_\_\_\_\_

Is the facility certified organic? ☐ Yes ☐ No If yes, by what certifying agent: \_\_\_\_\_

Please describe how you ensure organic products are not contaminated with prohibited materials or commingled with non-organic products during storage. Please include details on both incoming product storage and finished product storage.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section 13: Packing, Storage Containers, and Shipping Containers

NOP Rule 205.270, 205.272

The NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not contain a synthetic fungicide, preservative, or fumigants. Reusable bags or containers that have been in contact with any substance in such a manner as to compromise the organic integrity unless the bag or container has been thoroughly cleaned. Procedures used to maintain the organic integrity of ingredients or products must be documented.

1. Does this facility pack organic products into retail packages or place organic products in storage or shipping containers?

☐ Yes ☐ No

If No, move onto Section 14

If Yes, what type(s) of packaging materials or storage/shipping containers do you use? Please check all that apply.

- |  |   |                                      |                                  |  |                                |
|--|---|--------------------------------------|----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Paper         | <input type="checkbox"/> Cardboard                    | <input type="checkbox"/> Wood        | <input type="checkbox"/> Plastic | <input type="checkbox"/> Poly            | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Metal         | <input type="checkbox"/> Foil                         | <input type="checkbox"/> Waxed paper | <input type="checkbox"/> Aseptic | <input type="checkbox"/> Synthetic fiber |                                |
| <input type="checkbox"/> Natural fiber | <input type="checkbox"/> Other (please specify) _____ |                                      |                                  |  |                                |

2. Are all packaging materials and/or storage and shipping containers food grade? ☐ Yes ☐ No

3. Have any packaging and/or storage and shipping containers been exposed to synthetic fungicides, preservatives, or fumigants? ☐ Yes ☐ No

4. Are packaging materials and/or storage and shipping containers reused? ☐ Yes ☐ No

If Yes, please describe how organic products are protected from contamination when placed in the reused container.

\_\_\_\_\_  
\_\_\_\_\_

5. Please describe how you identify packages or containers as organic. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Describe the information provided on labels of all organic products. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Do you use the USDA organic seal on your organic products? ☐ Yes ☐ No

8. Do you use the CDA organic seal on your organic products? ☐ Yes ☐ No

9. Is the statement "certified organic by the Colorado Department of Agriculture" on the information panel of your labels?  
☐ Yes ☐ No
10. Is all packaging and labeling equipment cleared of organic identification prior to all subsequent conventional runs?  
☐ Yes ☐ No ☐ N/A

#### Section 14: Shipping – Outgoing Organic Products

NOP Rule 205.103, 205.270, 205.272

1. How do organic products leave your facility? Please check all that apply.

- ☐ Bins
 ☐ Bulk trailer
 ☐ Bulk bags
 ☐ Totes
 ☐ Drums  
☐ Wholesale boxes
 ☐ Retail packages
 ☐ Other (please specify): \_\_\_\_\_

2 Please indicate what shipping or sales documents are maintained by your company. Please check all that apply.

- ☐ Pallet/tote ticket
 ☐ Bill of lading
 ☐ Sales invoice
 ☐ Clean truck affidavit  
☐ Purchase order
 ☐ Scale ticket
 ☐ Contracts
 ☐ Certificates of analysis  
☐ Other (please specify) \_\_\_\_\_

3. Do all documents clearly identify products as organic? ☐ Yes ☐ No

4. Does your company arrange outgoing product transport? ☐ Yes ☐ No

If No, go to Section 15

If Yes, have transport companies been notified of organic handling requirements? ☐ Yes ☐ No

How were they notified? (in writing, verbal, as part of contract requirements, etc.) \_\_\_\_\_

5. How does your company ensure outgoing transport units are cleaned prior to loading loose, bulk organic products?

- ☐ Not Applicable, only packaged products are shipped  
☐ Clean truck/equipment affidavits
 ☐ Clean out records
 ☐ Other (please specify) \_\_\_\_\_

6. Are organic products shipped in the same transport units as non-organic products? ☐ Yes ☐ No

If Yes, please indicate what steps are taken to segregate organic products.

- ☐ Use of separate pallets
 ☐ Organic product shrink wrapped
 ☐ Separate area in transport unit  
☐ Organic product sealed in impermeable containers
 ☐ Other (please specify) \_\_\_\_\_

#### Section 15: Pest Management

NOP Rule 205.271

The NOP Rule requires a certified handling company to use management practices to prevent pests that includes, but is not limited to, the removal of pest habitat, food sources and breeding areas, and prevention of access to the facility. Environmental factors such as temperature, light, humidity, atmosphere, and air circulation may also be used to prevent pests. Control of pests may be accomplished by mechanical or physical controls including, but not limited to, traps, light, sound, or lures and repellants that use nonsynthetic or synthetic substances consistent with the National List. If these measures are not effective, a synthetic substance not on the National List may be used, provided the certifying agent approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the organic system plan.

1. What type of pest management system does your facility use?

- ☐ In-house: Name of responsible person: \_\_\_\_\_  
☐ Contract pest control service: Name, address, phone number: \_\_\_\_\_  
☐ None used

**2. Check all pest problems at your facility.**☐ Crawling insects☐ Flying insects☐ Rodents☐ Birds☐ No pest problems☐ Other (please specify) \_\_\_\_\_**3. Check all pest management practices used at your facility.**☐ Good sanitation☐ Removal of exterior habitat/food sources☐ Clean up spilled product☐ Sealed doors and/or windows☐ Repair of holes/cracks☐ Screened windows/vents☐ Physical barriers☐ Air curtains☐ Monitoring☐ Incoming ingredient inspection☐ Ultrasound/light devices☐ Release of beneficials☐ Sticky traps☐ Electrocutors☐ Pheromone traps☐ Mechanical traps☐ Freezing treatments☐ Heat treatments☐ Vitamin baits☐ Pyrethrum☐ Rotenone☐ Boric acid☐ Diatomaceous earth☐ Fumigation\*☐ Fogging\*☐ Crack and crevice spray\*☐ Other (please specify) \_\_\_\_\_

**Important Note:** the use, frequency, and method of application of the items marked with an asterisk which are synthetic substances, must be approved by the Colorado Dept. of Agriculture pursuant to 205.271.

**Please explain how organic products are protected from exposure to these substances at your facility.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pesticide Use for the Past 12 Months**

| Product Used | Target Pest | Location Where Used | Method of Application | Date of Application |
|--------------|-------------|---------------------|-----------------------|---------------------|
|              |             |                     |                       |                     |
|              |             |                     |                       |                     |
|              |             |                     |                       |                     |
|              |             |                     |                       |                     |
|              |             |                     |                       |                     |
|              |             |                     |                       |                     |
|              |             |                     |                       |                     |
|              |             |                     |                       |                     |
|              |             |                     |                       |                     |

**Are pesticides stored at your facility?** ☐ Yes ☐ No

**If Yes, where?** \_\_\_\_\_

Be sure the location is listed on your facility map

**Does your waste management system provide habitat and/or food sources for pests?** ☐ Yes ☐ No

**Check all aspects of your waste management system that apply:**

☐ On-site dumpster☐ material recycling☐ daily pick-up of waste☐ composting☐ field application of waste☐ other, specify \_\_\_\_\_

**Section 16: Quality Assurance****NOP Rule 205.103, 205.270, 205.272**

The National Organic Program requires a certified operation to maintain records regarding the handling of organic products. These records must be adapted to the particular business or operation, must fully disclose all activities and transactions of the certified operation in sufficient detail to be readily understood and audited, must be maintained for five years, and must be sufficient to demonstrate compliance with the National Organic Program Rule. In order to gain a better understanding of your company and the quality assurance systems, or recordkeeping systems, in place at your facility, please complete the following section.

1. Do you have standard operating procedures for organic processing and/or handling? ☐ Yes ☐ No

If Yes, please attach a copy.

2. Do you have a Quality Assurance program in place? ☐ Yes ☐ No

If Yes, please indicate what type of program.

☐ ISO HACCP

☐ Total Quality Management

☐ Other (please specify) \_\_\_\_\_

3. Are any outside quality assessment services used?

If Yes, please list the name of the company. \_\_\_\_\_

4. Does your company conduct product testing? ☐ Yes ☐ No

If Yes, please list the types of quality or residue testing conducted. \_\_\_\_\_

5. Are ingredient samples retained? ☐ Yes ☐ No

6. Are finished product samples retained? ☐ Yes ☐ No

7. Do you have a recall system in place? ☐ Yes ☐ No

8. Does your company conduct internal audits? ☐ Yes ☐ No

9. Can your record keeping system track the finished product back to all ingredients? ☐ Yes ☐ No

10. Can your record keeping system balance organic ingredients in and organic products out? ☐ Yes ☐ No

11. Do you maintain records for at least five years? ☐ Yes ☐ No

Please describe your system for maintaining records related to organic products. \_\_\_\_\_

---

---

---

---

**Section 17: Product Flow****NOP Rule 205.270, 205.272**

1. Please attach a schematic product flow chart for each different processing and/or handling line at your facility. The flow chart(s) must:

- Show the movement of all organic products, from incoming/receiving through production to outgoing/shipping.
- Indicate where ingredients are added.
- Indicate where post harvest materials and/or processing aids are used.
- Indicate all equipment and storage areas associated with organic products.

2. Include a facility map. Provide detail regarding all equipment and operations.

## ADDITIONAL INFORMATION

In the development of this questionnaire we have tried to provide an opportunity to include all items required in the organic systems plan as required in § 205.201, organic production and handling system plan. § 205.201 states that: (a) The producer or handler of a production or handling operation, except as exempt or excluded under §205.101, intending to sell, label, or represent agricultural products as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s))” must develop an organic production or handling system plan that is agreed to by the producer or handler and an accredited certifying agent. An organic system plan must meet the requirements set forth in this section for organic production or handling. An organic production or handling system plan must include:

(1) **A description of practices and procedures to be performed and maintained, including the frequency with which they will be performed.** *If through the completion of this questionnaire there are any practices or procedures that you perform that have not been described or documented include them here.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) **A list of each substance to be used as a production or handling input, indicating its composition, source, location(s) where it will be used, and documentation of commercial availability, as applicable;** *If through the completion of this questionnaire there are any substances that are used that have not been listed and documented, include them here and describe their composition, source, location where used and documentation of commercial availability if applicable.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) **A description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented;** *If through the completion of this questionnaire there are monitoring practices and procedures that you perform and maintain that are not listed and documented, include them here and describe the frequency they are performed. This may include how you train and monitor employees to ensure they follow appropriate practices for organic production.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) **A description of the recordkeeping system implemented to comply with the requirements established in §205.103;** *if during the completion of this questionnaire there are recordkeeping items that have not been described and documented that should be to comply with the recordkeeping keeping requirements in §205.103, make sure they are included here.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(5) **A description of the management practices and physical barriers established to prevent commingling of organic and non-organic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances;** *if any management practices or physical barriers have not been described include them here.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(6) **Include any additional information that will help the Colorado Department of Agriculture determine if your operation meets the NOP rules. Attach additional sheets if this is needed.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 17: Affirmation

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the NOP Rules. I understand that acceptance of this form in no way implies granting of certification by the Colorado Department of Agriculture. I agree to follow all the applicable organic standards set forth in the National Organic Program regulations, 7 CFR Part 205.

Signature of Operator: \_\_\_\_\_ Date: \_\_\_\_\_

The business is operating as a:

☐ Sole Proprietorship

☐ Partnership

☐ Corporation Date Incorporated: \_\_\_\_\_

☐ Other Describe: \_\_\_\_\_

List the person(s) authorized to receive and accept service of summons and legal notices of all kinds for the applicant in the state of Colorado.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Complete Address: \_\_\_\_\_

I have attached the following additional documents:

- ☐ Notices of non-compliance or denial of certification from other certifying agencies
- ☐ Description of corrective actions taken regarding previous non-compliance(s) and evidence of such actions
- ☐ Facility map
- ☐ Product flow chart for each type of production process
- ☐ Labels of products produced
- ☐ Water test, if applicable
- ☐ Labels of sanitizers/cleansers used
- ☐ Labels of pesticides used
- ☐ Current organic certification certificate for each supplier of ingredients
- ☐ Input product labels, if applicable
- ☐ Labels of boiler additives if used
- ☐ Inspection Appointment Form with directions to inspection location
- ☐ Others - please list:

☐ I have made copies of this form and other supporting documents for my own records.

**Submit completed application, fees and supporting documentation to:**

**COLORADO DEPARTMENT OF AGRICULTURE  
Division of Plant Industry  
700 Kipling Street, Suite 4000  
Lakewood, Colorado 80215-8000**